

# **Emergency Shelter Grant 2010-2011 Request for Proposals (RFP)**

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**ESG RFP's must be received in the IHCDCA office by Wed., February 24th, 2010 at 5:00pm EST.**

Applications received after this date and time will be rejected. Faxed or e-mailed applications will *not* be accepted.

Mail to: ESG Program Coordinator  
Indiana Housing & Community Development Authority  
30 South Meridian, Suite 1000  
Indianapolis, IN 46204

Only general technical assistance questions on the application sent by e-mail to [kbarker@ihcda.in.gov](mailto:kbarker@ihcda.in.gov) will be responded to. Application Webinars will be held on: January 19 (1pm-3pm), January 28 (10am-12pm). Please see <http://www.in.gov/ihcda/3131.htm> to register. Application Webinars are not required.

## **REQUIREMENTS OF THE ESG PROGRAM:**

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### **A. THRESHOLD REQUIREMENTS**

**Must meet the following 3 requirements to be considered for scoring with ESG evaluation tool:**

- 1) Applicants must be a private non-profit organization (defined as tax-exempt secular or religious organizations described in section 501(c) of the Internal Revenue Code), or a local unit of government in the state of Indiana. Documentation of this status must be submitted with proposal.
- 2) Applicants do not have any unresolved IHCDCA or HUD findings against the agency.
- 3) Applicants have not had any state or federal funds recaptured.

### **B. OTHER REQUIREMENTS**

- 1) Required to be an existing emergency shelter or transitional housing providing services to homeless persons.
- 2) Clients must meet HUD's definition of homeless: A homeless person is someone who is living on the street or in an emergency shelter, or who would be living on the street or in an emergency shelter without HUD's homelessness assistance. A person is considered homeless only when s/he resides in one of the places described below:
  - In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street
  - In an emergency shelter;
  - In transitional or supportive housing for homeless person who originally came from the streets or an emergency shelter;
  - In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or institution;
  - Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support needed to obtain housing. Or their housing has been condemned by housing officials and is no longer considered meant for human habitation;
  - Is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support to obtain housing;
  - Is fleeing domestic violence housing situation and no subsequent residence has been identified and the person lacks the resources and support needed to obtain housing.
- 3) All Grantees must have Internet access with e-mail availability.
- 4) All Grantees must sign a contract/agreement with IHCDCA.
- 5) All Grantees will be required to complete a Semi-Annual, Annual Report and Closeout Form each fiscal year. The Semi-Annual report will be due in January and the Annual Report and Close-out Report will be due in July. With regular utilization of the HMIS software program, this data should be easily retrievable when needed to compile the reports.
- 6) All agreements will be performance-based. The agency is required to follow three (3) performance objectives corresponding to the shelter program type indicated in the application. The agency is required to complete all

objectives for the program within the funding year. The agency will show documentation of these outcomes in both the Semi-Annual and Annual Report.

- 7) Only one application may be submitted per agency.
- 8) All Grantees are **required** to attend one ESG Award Webinar training held in late June. Dates and registration information will be distributed soon after awards are announced.

**The maximum request and award for any organization that received State ESG funds in the current award year (2009-10) is \$50,000. The maximum request and award for any organization that did NOT receive funding in the current award year (2009-10) is \$25,000.**

**The award term is one year: July 1, 2010 to June 30, 2011.**

**C. CLAIMS FOR REIMBURSEMENT:**

The agencies are reimbursed for services and products. There can be no more than 12 claims for the fiscal year. Each claim submitted must contain service or operational expenses either incurred or paid in the previous month. All claims must to be filed by July 31, 2011 of the fiscal year. The fiscal year is July 1, 2010-June 30, 2011.

**D. ACCESS TO RECORDS/INSPECTIONS:**

The Grantee shall, without prior notice and at any time; permit HUD or its representatives, the General Accounting Office or its representatives, and the Indiana Housing & Community Development Authority or the State Auditor to examine, audit, and/or copy **so long as no identifiable data about persons who receive service is released** (See 68 Fed. Reg., 43450) (7/22/2003) (1) any plans and work details pertaining to the program, (2) all of the applicant's books, records and accounts, and (3) all other documentation or materials related to this Contract; the applicant shall provide proper facilities for making such examination and/or inspection. The applicant, upon request, will provide aggregate data about services related to persons who receive services.

The applicant shall provide IHCD A all necessary records, data, information, and documentation required for IHCD A to carry out its obligations under the Grant Agreement.

**E. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) SOFTWARE REQUIREMENT:**

All grantees of the Emergency Shelter Grant Application are required by the U.S. Department of Housing and Urban Development to enter all homeless client demographic information into the Homeless Management Information System (HMIS). Domestic violence shelters are exempt from this requirement. HMIS is a secure, confidential electronic data collection system that can be used to determine the nature and extent of homelessness. All information reported to IHCD A will only contain aggregate data and will not contain person-identifying information. User licenses are provided at no charge to your facility. Data must be entered in the system on a regular and consistent basis. ***Regular and consistent is defined as entry within a two week period from the date of intake.***

The Federal Register stated that all recipients of HUD McKinney-Vento Act program funds are expected to participate in HMIS including Emergency Shelter Grants recipients. (See 68 Fed. Reg., 43435) (7/22/2003). The applicant agrees to participate in the HMIS within six months of their agreement with IHCD A (See Fed. Reg. 68, 43431 7/22/2003). **The applicant agrees to enter data into the HMIS program on a regular and consistent basis for the ESG funded shelter program and all other residential programs serving homeless individuals/families.** IHCD A will monitor entry progress on a periodic basis. For any questions related to implementing HMIS in your shelter, please contact Kelly Pickell at 317-709-6447 *before* submitting your ESG Application.

The applicant will use one of two HMIS systems: AWARDS by Foothold Technology or ClientTrack by DSI (for Grantees in Marion County only) for reporting the data. Applicants that use HMIS at time of application submission will be evaluated on their use of HMIS, specifically regarding the following data elements: Name, Social Security Number, Date of Birth, Ethnicity, Race, Gender, Veteran Status, Disabling Condition, Residence prior to program entry and Zip code.

## **CERTIFICATION**

**Each applicant applying for funds must certify the agency's compliance with the following assurances and in the future be prepared to provide written policies and procedures, where applicable, upon request.**

**A. AUTHORITY OF APPLICANT AND ITS REPRESENTATIVE:**

The authorized representative of the agency who signs the certifications and assurances affirms that both the applicant and its authorized representative have adequate authority under state and local law and internal rules of the applicant organization to:

1. Execute and return the application.
2. Execute and return the required certifications, assurances, and agreements on behalf of the applicant and,
3. Execute agreements on behalf of the applicant.
4. Understand that intentional falsification, concealment or cover up by any trick, scheme or devise of any information, charts, data, attachments, or materially false, fictitious or fraudulent statement or representation of any information, submitted by the applicant will permanently disqualify the applicant from applying for funds under this program's initiatives.

**B. STANDARD ASSURANCES:**

The applicant assures that the agency will comply with all applicable federal statutes, regulations, executive orders, circulars, and other federal administrative requirements in carrying out the grant.

The applicant acknowledges that it is under a continuing obligation to comply with the terms and conditions of the grant and recognizes that federal laws, regulations, policies and, administrative practices, might be modified from time-to-time and may affect the implementation of the project.

**C. DEBARMENT OR SUSPENSION:**

The applicant or principals have not been convicted of nor had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction, or have not been terminated for cause or default.

**D. DRUG FREE CERTIFICATION:**

The applicant will publish, or has published, a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against the employees for violation of that prohibition.

Establish an ongoing drug-free awareness program to inform its employees about: (1) the dangers of drug abuse in its workplace; (2) the applicant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs, and (4.) the penalties that may be imposed upon its employees for drug abuse violations occurring in the workplace.

Making it a requirement that each of its employees engaged in the performance of the grant be furnished a statement of the applicant's drug policy.

**E. NON-DISCRIMINATION:**

The applicant will comply with Title VI of the 1964 Civil Rights Act, as amended (42 U.S.C. § 2000d et seq.) the Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Americans with Disabilities Act (ADA), as amended, (42 U.S.C. § 12101 et seq.)

The Civil Rights Act generally requires that applicants assure that no person otherwise qualified, on the basis of race, color, national origin, creed, sex, or age will be excluded from participation in or be denied the benefits of, or otherwise discriminated against in any program, or activity conducted by the applicant.

The Rehabilitation Act and ADA generally require that any person otherwise qualified with a disability shall, not be excluded from participation in, or denied the benefits of, or otherwise subjected to discrimination, in any program, or activity receiving federal assistance, by reason of that disability.

**F. AGE DISCRIMINATION ACT:**

The 1975 Age Discrimination Act of, as amended, (42 U.S.C. § 6101 et seq.) provides that no person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age, under any program, or activity receiving federal funds.

**G. EXECUTIVE ORDER (EO) 11246:**

This EO, as amended, provides that no person shall be discriminated against, on the basis of race, color, religion, sex, or national origin, in any phase of employment during the performance of federal contracts in excess of \$10,000.

**H. OMB CIRCULAR A-110 AS REVISED:**

Applicant certifies that the funding provided by the state through this agreement should not be used to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with any election or voter registration activity.

Positive efforts shall be made by applicants to utilize small businesses, minority firms, and women's business enterprises whenever possible. Recipients of federal awards shall take all of the following steps to further this goal:

1. Ensure that the small businesses, minority owned firms, and women's business enterprises are used to the fullest extent possible.
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, and women's business enterprises.
3. Consider, in the contract process, whether firms competing for contracts intend to subcontract with small businesses, minority owned firms, and women's business enterprises.
4. Encourage contracting with consortiums of small businesses, minority-owned firms, and women's business enterprises, when a contract is too large for one of these firms to handle individually.
5. Use the services and assistance, as appropriate, of such organizations as the federal Small Business Administration and the Indiana Department of Administration's minority business development division in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.
6. For more information about OMB Circular A-110: <http://www.whitehouse.gov/omb/>

**I. ANTI-LOBBYING:**

Pursuant to 31 U.S.C. § 1352, and any regulations promulgated thereunder, applicant hereby assures and certifies, to the best of his or her knowledge and belief, that no federally appropriated funds have been paid, or will be paid, by or on behalf of applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

**J. RELIGIOUS ACTIVITIES:**

Applicant agrees that activities conducted with funding obtained through this agreement shall be non-sectarian in nature and that religious activities shall not be included in any Activities to be conducted hereunder.

**K. CONFLICT OF INTEREST:**

Applicant specifically agrees to comply with applicable provisions of the Office of Management and Budget Circulars A-110 and "The Common Rule" regarding conflicts of interest. Applicants further acknowledge and agree that no employee, agent, representative, or subcontractor of applicant who may be in the position to participate in the decision-making process of applicant or its subcontractors may derive an inappropriate personal or financial interest or benefit from any activity funded through this agreement, either for himself or for those with whom he has family business ties.

**L. ENVIRONMENTAL TOBACCO REGULATIONS:**

Applicant certifies that it will comply with applicable provisions of the Pro-Children Act of 1994 (20 U.S.C. § 6081 et seq.), which require that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted for by contractor and which is used routinely or regularly for the provision of health, day care, education, or library

services to children under the age of eighteen (18) years, if the services are funded by federal programs either directly or through states or local governments by federal grant, contract, loan, or loan guarantee. This provision shall not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment.

## **SUBMITTING THE APPLICATION**

**Completed ESG applications must be received in the IHCD office no later than February 24, 2010, 5:00 pm Eastern Standard Time.** Faxed or e-mailed applications will not be accepted.

Applications must be completed electronically and then printed. Please send only one (1) paper/hard copy. The application can be double-sided. Do not copy and paste application onto a new worksheet. Do not staple application, enclose in folders, or three ring binders. Place clip around application. The tabs, which indicate attachments, must be easily removable. All tabs should be placed behind the application forms. Tabs should be ordered as listed below.

### **Order of Pages & Attachments:**

Application forms including Cover Page, Exhibit 1-6, including Certification statement and signature page. Must include entire, completed application in order to be considered for funding.

Tab A:	Documentation of non-profit status
Tab B:	Documentation of attendance to two (2) committee meetings for each box checked.
Tab C:	Documentation of attendance to consolidated plan public meeting
Tab D:	Current organizational chart
Tab E:	Articles of Incorporation – <i>new applicants only</i>
Tab F:	List of current board members
Tab G:	Copy of accounting policy and procedures
Tab H:	General Liability Insurance
Tab I:	Automobile Liability (must include non-owned vehicles). Only include if applicable.
Tab J:	Workers' Compensation and Unemployment Compensation
Tab K:	Fidelity Bond / Employee Dishonesty Bond
Tab L:	Copy of current Building fire inspection (passed)
Tab M:	Copy of current Building health inspection (passed)* <i>*If your local health inspector states a health inspection is not needed, a letter stating this must be attached</i>
Tab N:	Current Memoranda of Understanding with agency that provides permanent housing as stated in application.

**All applicants must retain a copy of these application policies. Applicants that receive funding will be bound by the information contained therein.**